

NEWS YOU CAN USE!

From the Division of Data Policy Management and Research
Kentucky Department of Education



June 2004

STIState Project:

STIState Replication software has been installed at all 176 school districts, as well as the Kentucky Schools for the Blind and Deaf. Data included in the state replication process is now being aggregated in the STIState database on a daily basis. Validation Reports will be sent to DPP's every Wednesday indicating if there are any errors in nine fields that are necessary for assignment of the State Student ID (SSID). The fields checked are: First Name, Middle Name, Last Name, Social Security Number, Date of Birth, Gender, Race and State ID field. If you have populated the State ID field on the student demographic screen with any type of information, please move that information to another location in preparation for the SSID. The SSID will override any data that you have entered into that field. If you have questions regarding these error reports, please contact Debbie Weber or Michelle Sutherland at (502) 564-5279.

STI has published a SQL Server Maintenance Best Practices document for STIState to maintain the health of your server box. The document can be found on their support site under Quick Reference Guides.



What is going on with Max?

The following items will be coming to Max in 2004:

- Certification Reports by Educator Credentials or Out of Field Credentials
- High School Feedback Report
- District Role Report
- Multiple-Year Reporting (all reports)
- Export Capability (all reports)
- Robohelp (All reporting)
- Student Data Tool (With OAA security applied) for 2003 and 2004
- Certified Staff Demographic Reports
- Certification - Teacher Qualifications by Subject Area
- Certified Salary by Job Class and District
- Teacher Certification Inquiry
- Scholastic Audit
- Out of Field Report
- Analytical Query Options



What's around the corner? STI Training for the 2004-05 school year!

KDE has reserved the following facilities for training on 2004-05 student data management issues:

<u>Area</u>	<u>Location</u>	<u>Date</u>
Central	Shelby County High School	June 22
West	Kenlake SRP	July 6, 7, 8
West	Pennyrile SRP	July 9
Southwest	Barren River SRP	July 12, 13
Northwest	Ohio County High School Cafeteria	July 14, 15
Central	Danville Ind. High School	July 16
Central	Tates Creek High School	July 19
Central	Anderson County Middle School Auditorium	July 20
North	Grant County High School Auditorium	July 21, 22
East Central	Natural Bridge SRP	July 23
Northeast	Carter Caves SRP	July 26, 27
East	Jenny Wiley SRP	July 28, 29
Southeast	Hazard High School Cafeteria	July 30

There is no cost to the participants, but to keep the group size to room capacity we are requesting that attendance be limited to two people from each school and four people from the district. The sessions are scheduled from 8:00am to 5:00pm local time. Lunch is on your own.

Please go to the STI registration site to print a copy of the 2004-05 STI Start of Year Documentation and <http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Data+Standardization/default.htm> to print a copy of the 2004-05 Data Standards to bring with you. Printed documents will not be provided at the meeting.

If you have not already registered, logon to the STI website at <http://www.sti-k12.com> ; select "Training" on the left; under "Regional Training Sessions" select Kentucky. If you need assistance registering, please contact Deven McGovern at 1-877-844-0884, ext. 1083.

STISets and STIHealth News

Beginning with the 2004-2005 school year, local schools are required to use STIHealth to document and track the required immunizations and medical screenings of their enrolled students. In the past all schools did not have access to STIHealth and reported this data in STIOffice. However, because STIHealth is more comprehensive, it is the preferred product for maintaining student health data. Only immunization and medical screening data is required in STIHealth, however districts and schools may want to track other health related information to meet their individual needs.

STIHealth is a *free* product that accompanies STISets and does not require an additional purchase by the district. When the 2004-2005 school year begins, all schools will have STISets/STIHealth. This summer, STI will be conducting a series of regional, start of the year trainings that will address modifications made to STI products including STIHealth. Utilization of this product is key to assuring consistent data across schools, districts and the state.

Presently only the immunization and medical screening data will be required in STIHealth. However, districts and schools may also use the product to track other health related information to meet their individual needs. If you have questions about health guidelines should go to Karen Erwin at (502) 564-2706. Questions on STIHealth may be directed to Windy Newton at (502) 564-5279.



STI Software Point of Contact (SPOC)

The Commissioner has requested that local school district superintendents identify a software point of contact (SPOC) for student data. This should not require additional personnel. In many cases a single individual may be the point of contact for multiple functions. Designating this role to an individual provides a simple way for the district to address inquiries on student data issues. The SPOC will function as the first line of contact for inquiries on data content and reporting from the district. The SPOC will be the primary point of contact to receive inquiries related to data in STIOffice and District and other required STI modules. They will either answer the question or refer the question to the specific person that is familiar with the data reported by the school or district.

They will be able to provide or identify available resources for data-related technical assistance to school and district personnel responsible for entering or reviewing the data. They will help ensure that the data is accurate and provided in a timely manner as required by state and federal deadlines.

In addition to addressing questions on data content, data entry, or reporting, the SPOC ensures all staff involved with providing data on behalf of the district is properly trained on required STI modules and are aware of the importance of data accuracy and timeliness.

If you have any questions, you may also contact Windy Newton at wnewton@kde.state.ky.us or by telephone at 502-564-5279.

Some FAQs:

1. What are the modules of STI that schools and districts are required to use?

Schools/Districts are required to use STIOffice, STISets, STIHealth, STIDistrict, STIDistrictSets and STIDistrictHealth.

2. Who do I contact if we would like to suggest an enhancement to STI?

If you have a suggestion for an enhancement to any STI module, please contact Windy Newton at (502)564-5279 or wnewton@kde.state.ky.us.



Location Number Request:

To request a location number, the superintendent must submit the school name, school address, city, state, zip, phone number, FAX number, grade range, type of school/program, effective date of activation, magnet/or not, and the administrator name in writing to Debbie Weber at dweber@kde.state.ky.us, fax (502-564-9166), or by U.S. mail to the 17th Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601. The superintendent should also send written notification to Debbie Weber of any changes in the school information (grade span change, telephone number change, closing, etc.) during the year in order to keep the school data current.

Staff Scoop:

Tina Logan has worked with the Division of Data Policy Management and Research for over 5 years and has been with the Kentucky Department of Education since 1990. She is responsible for the business requirements for STIState, the creation and assignment of the State Student ID to every public school student in Kentucky, serves as the technology point of contact for the Division, and serves as the division's "social director". She graduated from Owen County High School and Kentucky State University, where she earned a Bachelors Degree, majoring in Psychology. Tina and her husband, Mike, have a 6 year old daughter named Haley. Haley graduated from Kindergarten in May. When not at KDE, Tina enjoys spending time with her family, reading, watching movies and is an avid American Idol fan!

Candy Johnson has been with state government since 1989, she is an Internal Policy Analyst for the Division of Data Policy Management and Research for 9 months and has been with the Kentucky Department of Education since 1992. Candy works with data quality and the Common Core of Data (CCD). Candy is originally from Lawrenceburg where she graduated from

✂ Tech Tip:

Do you send the same message on a regular basis, or do you repeatedly send mail that's structured a certain way? For example, perhaps you send a weekly status report that's always addressed to your manager, displays "Weekly Report" on the Subject line, and lists the same activities each week: read email, attend meetings, conduct research. If so, you know how annoying and time consuming it is to retype this information each time. In Outlook 2000, you can avoid this by creating a New Message form that has the information built in. Here's how:

1. Create a new email message. Add the recipient, subject, and message content that you use each time you send this type of message. Exclude information that will vary each time.
2. On the **Tools** menu, point to **Forms**, and then click **Publish Form As**.
3. In the **Look in** list, click **Personal Forms Library**.
4. In the **Display name** box, type the name you want to appear in the list of forms.
5. In the **Form name** box, type a name for

Anderson County High School. Candy and her husband, Wayne have three children; a 2 year old daughter, Maegan, a 5 year old son, Colin who graduates from Kindergarten in May and a 10 year old son, Corey who will be going to Bondurant Middle School this next school year. When not at KDE, Candy enjoys spending time with her family, shopping and working in her yard.

Candy and Tina



the form if you want it to be different from the display name.

6. Click **Publish**.

The next time you need to send this type of message, open it from the Personal Forms Library: on the File menu, point to **New**, and then click **Choose Form**. (Click **Personal Forms Library** in the **Look in** list, if necessary.) Send the form as is or add new information.

Outlook won't add the new information to the form template in the Personal Forms library unless you republish it by repeating Step 2 above and selecting **Publish**.

Enjoy your summer!!

This and future issues of *NEWS YOU CAN USE!* may be found on the KDE web site. Just go to the Division of Data Policy Management and Research web page at <http://www.kentuckyschools.net/KDE/Administrative+Resources/Data+and+Research/default.htm> and click on "Newsletters".

Please let us hear from you! Suggestions for newsletter topics may be forwarded to Karen Waugh kwaugh@kde.state.ky.us.